



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CARSON  
1633 MEKONG BLVD., RM 215  
Fort Carson, CO 80913-4313

**GC Policy #5**

IMNW-CAR-EEO

11 August 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity Responsibilities, Supersedes GC Policy #5  
dated 12 December 2005

1. References.

a. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 18 October 1989.

b. AR 690-12, Equal Employment Opportunity and Affirmative Employment, dated 4 March 1988.

2. Managers and supervisors at all levels will:

a. Act promptly to prevent/correct situations that may lead to complaints of discrimination.

b. Ensure that all members of the work force refrain from actions or comments that might be viewed as discriminatory.

c. Participate in the Alternative Dispute Resolution process (ADR) in appropriate cases.

d. Permit employees who are assigned collateral EEO duties time to perform their EEO function.

e. Ensure that, at both the pre-complaint and formal stages of the complaint, complainants and their representatives are permitted to use a reasonable amount of duty time to work on their complaints.

f. Ensure that subordinates cooperate fully with ADR facilitators/mediators, EEO counselors, Army representatives, EEO officers, investigators, and EEOC administrative judges who are processing EEO complaints of discrimination.


g. Take appropriate corrective action against members of the military and civilian employees who engage in discriminatory practices.

3. Managers and supervisors at all levels will receive at a minimum, four hours of EEO training annually. Knowledge of the following is necessary in order to fulfill your obligations in support of the EEO program:

- a. The Installation Commander's EEO Policy.
- b. Affirmative employment barriers, facilities barriers, action items, goals and objectives as well as affirmative employment principles.
- c. What constitutes discrimination in the workplace?
- d. Your EEO responsibility in performance standards.
- e. Responsibility for complaint resolution.
- f. How to manage and communicate in a culturally diverse workplace as well as ethnic and gender differences.
- g. Sensitivity to the issues and concerns of the disabled.

4. Additionally, annual training in the prevention of sexual harassment is required. You must also ensure all subordinate personnel receive the required annual training in the prevention of sexual harassment.

5. The proponent for this policy is the Fort Carson EEO Office, 526-4413.

  
EUGENE B. SMITH  
COL, FA  
Garrison Commander